



# राजपत्र, हिमाचल प्रदेश

## हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

वीरवार, 03 मार्च, 2022 / 12 फाल्गुन, 1943

हिमाचल प्रदेश सरकार

**HIGH COURT OF HIMACHAL PRADESH, SHIMLA- 171 001**

**NOTIFICATION**

*Dated, the 25th February, 2022*

**No.HHC/Estt.7(35)/05-VII.**—In supersession of this Registry Notification No. HHC/Estt.7(35)/2005-VII 1012-15, dated 08/09-01-2018 and in exercise of powers conferred under Section 4 (1) (b) of RTI Act, 2005, 17 points updated information under R.T.I. Act, is as under:

**Disclosure under Section 4 of RTI Act, 2005.****(i) The particulars of organization, function and duties****PARTICULARS OF HIGH COURT**

The High Court of Himachal Pradesh has been established on 25<sup>th</sup> January, 1971. The present sanctioned strength of Hon'ble Judges, including Hon'ble the Chief Justice is thirteen. However, at present, working strength of Hon'ble Judges including the Hon'ble Chief Justice is nine.

**Sittings of the Court**

Court working hours are from 10.00 A.M. to 1.00 P.M. and 2.00 P.M. to 4.15 P.M. Saturdays are generally non-working days for courts in the High Court, yet some of the Saturdays are declared as working days for the Courts.

**Registry of High Court**

Except holidays, the Registry of the High Court remains open from 9.45 A.M. to 4.45 P.M. with half an hour lunch break from 1.30 P.M. to 2.00 P.M.

The Registry is headed by the Registrar General. It has been divided into the following branches:—

- (1) Vigilance Branch and Inspection Branch;
- (2) Rules Branch
- (3) Judicial Branch
- (4) Establishment Branch
- (5) GAD Branch
- (6) Organization and Administration Branch
- (7) Accounts Branch
- (8) Judges Branch
- (9) Protocol Branch
- (10) Computer Branch and
- (11) Library

In addition to Registrar General, there are six other Registrars:—

1. Registrar (Vigilance);
2. Registrar (Judicial and Protocol);
3. Registrar (Rules and Judges Branch);
4. Registrar (Administration)
5. Registrar (Accounts)
6. Registrar (Establishment);

In addition to this, there is one post of District & Sessions Judge (Leave/ Training Reserve), one post of Senior Civil Judge as Central Project Coordinator, one post of Senior Civil Judge (Leave/Training Reserve) and five posts of Civil Judge (Training/ Leave Reserve) in the Registry.

**Sanctioned Strength of the Registry**

Sl. No.	Name of Posts/Category	No. of Sanctioned Posts	Pay Scales (Existing/Pre-Revised)
1.	Registrar General	1	Rs. 70290-1540-76450 (Super time Scale)
2.	Registrar (Vigilance)	1	Rs. 57700-1230-58930-1380-67210-1540-70290 (Selection Grade)
3.	Registrar (Judicial)	1	Rs. 51550-1230-58930-1380-63070
4.	Registrar (Rules)	1	Rs. 51550-1230-58930-1380-63070
5.	Registrar (Administration) (Presently District & Sessions Judge-cum-Secretary H.P. High Court Legal Services Committee)	1	Rs. 57700-1230-58930-1380-67210-1540-70290 (Selection Grade)
6.	District & Sessions Judge (Leave/Training Reserve)	1	Rs. 51550-1230-58930-1380-63070
7.	Civil Judge (Senior Division) as CPC of e-Courts Project	1	Rs. 39530-920-40450-1080-49090-1230-54010
8.	Civil Judge (Senior Division) Leave/Training Reserve	1	Rs. 39530-920-40450-1080-49090-1230-54010
9.	Civil Judge (Junior Division)	5	Rs. 27700-770-33090-920-40450-1080-44770.
10.	Registrar (Accounts)	1	Rs. 37400-67000+ Rs. 8600/- Grade Pay + Rs. 2500/- Sectt. Pay
11.	Registrar (Establishment)	1	Rs. 37400-67000+ Rs. 8600/- Grade Pay + Rs. 2500/- Sectt. Pay
12.	Principal Private Secretary to the Hon'ble Chief Justice	1	Rs. 37400-67000+ Rs. 8600/- Grade Pay + Rs. 2500/- Sectt. Pay
13.	Additional Registrar	3	Rs.15600-39100/- + Rs. 8400/- Grade Pay + Rs. 2500/- Sectt. Pay.
14.	Deputy Registrar	5	Rs.15600-39100/- + Rs.7600/- Grade Pay + Rs. 2500/- Sectt. Pay
15.	Assistant Registrar	8	Rs.15600-39100/- + Rs. 6600/- Grade Pay + Rs. 2500/- Sectt. Pay
16.	Court Master	15	Rs.15600-39100/- + Rs.6600/- Grade Pay + Rs. 2500/- Sectt. Pay. + Rs. 1200/- Special Pay
17.	Secretary	15	Rs.15600-39100/- + Rs. 6600/- Grade Pay + Rs. 2500/- Sectt. Pay + Rs. 1200/- Special Pay
18.	Section Officer including one Leave Reserve Reader	18	Rs.15600-39100/- + Rs. 5400/-Grade Pay + Rs.2000/-Sectt. Pay
19.	Estate Officer	1	Rs. 15600-39100/- + Rs. 5400/- Grade Pay + Rs. 2000/- Sectt. Pay

20.	Private Secretary	20	Rs. 15600-39100/- + Rs. 5400/-Grade Pay + Rs. 2000 Sectt. Pay+ Rs. 1000/- Special Pay.
21.	Protocol Officer	1	Rs. 15600-39100/- + Rs. 5400/-Grade Pay + Rs. 2000/- Sectt. Pay
22.	Public Relation Officer	1	Rs. 15600-39100/- + Rs. 5400/-Grade Pay + Rs. 2000/- Sectt. Pay
23.	Chief Librarian	1	Rs. 10300-34800 /- + Rs. 5400/- Grade Pay + Rs. 800/- Sectt. Pay
24.	Superintendent Grade-II	13	Rs. 10300-34800/- + Rs. 4800/-Grade Pay + 1200 Sectt. Pay.
25.	Revisor	3	Rs. 10300-34800/- + Rs. 4800/-Grade Pay + 1200 Sectt. Pay
26.	Personal Assistant	3	Rs. 10300-34800/- + Rs. 4800/- Grade Pay + Rs.1200/-Sectt Pay + Rs. 800/- Special Pay
27.	Judgment Writer	15	Rs. 10300-34800/- + Rs. 4800/-Grade Pay +Rs.1200/-Sectt Pay + Rs. 800/- Special Pay
28.	Additional Protocol Officer	1	Rs.10300-34800 /- + Rs. 4800/- Grade Pay+ 1200/- Sectt Pay
29.	Section Officer (SAS) {on deputation basis)	1	Rs. 10300-34800/- + Rs. 5000/-Grade Pay + 2000/- Sectt. Pay
30.	Computer Programmer (initially created on contract basis)	1	Rs. 10300-34800/- + Rs. 5000-Grade Pay
31.	Senior Assistant/ Record Keeper/ Reader to Registrar General/Court Officer/ Auditor	59	Rs.10300-34800/- + Rs. 4400/- Grade Pay +900/- Sectt. Pay.
32.	Translator	8	Rs.10300-34800/- + Rs. 4400/- Grade Pay + 900/- Sectt. Pay
33.	Stenographer	12	Rs. 10300-34800 /- + Rs. 4400/- Grade Pay+900/- Sectt. Pay + Rs. 600/- Special Pay.
34.	Care Taker	1	Rs.10300-34800/- + Rs. 4400/- Grade Pay + 900/- Sectt. Pay.
35.	Librarian	1	Rs.10300-34800 /- + Rs. 3800/- Grade Pay+ 400/- Sectt. Pay
36.	Assistant Programmer (Contract Basis)	12	Rs. 10300-34800/- + Rs. 3800/- Grade Pay
37.	Junior Scale Stenographer	4	Rs. 10300-34800 /- + Rs. 3200/- Grade Pay+ 500/- Sectt. Pay + Rs. 400/- Special Pay and after completion of two years regular service Rs.10300-34800/- + Rs. 3600/- Grade Pay + Rs. 500/-Sectt. Pay + Rs. 400/- Special Pay)

38.	Junior Assistant/ Clerk/Proof Reader	80	Rs. 5910-20200/- + Rs. 1900/-Grade Pay +Rs. 400/- Sectt Pay for clerk on appointment and after completion of two years regular service of Clerks Rs.10300-34800/- + Rs. 3200/- Grade Pay + Rs. 400/-Sectt. Pay). (Rs. 10300-34800/-+ Rs.3600/-Grade Pay + Rs. 500/- Sectt. Pay for the post of Junior Assistant).
39.	Assistant Librarian	1	Rs. 10300-34800 /- + Rs. 3200/- Grade Pay + Rs. 400/- Sectt. Pay
40.	Junior office Assistant (Initially created on contract basis)	17	Rs. 5910+ 1950/- Grade Pay
41.	Receptionist	2	Rs. 5910-20200/- + Rs.1900/- Grade Pay + Rs. 240/-Sectt. Pay
42.	Telephone Operator	3	Rs. 5910-20200 /- + Rs. 2400/- Grade Pay + Rs. 240/-Sectt. Pay
43.	Restorer	15	Rs. 5910-20200 /- + Rs. 2400/- Grade Pay + Rs. 240/-Sectt. Pay
44.	Supervisory Driver	1	Rs.5910-20200/- + Rs.2400/- Grade Pay/- + Rs. 1800/- Sectt. Pay
45.	Driver	26	Rs. 5910-20200 /- + Rs. 2000/- Grade Pay + 1400/- Sectt. Pay and after completion of two years of regular service Rs. 5910-20200 /- + Rs. 2400/- Grade Pay + 1400/- Sectt. Pay
46.	Motor Mechanic	1	Rs. 5910-20200/- + Rs. 2400/- Grade Pay + 300/- Sectt. Pay
47.	Junior Technician (Electrician)	1	Rs. 5910-20200/- + Rs. 1900/- Grade Pay + 400/- Sectt Pay
48.	Book Binder	1	Rs. 5910-20200/- + Rs. 2400/- Grade Pay + Rs. 240/- Sectt. Pay
49.	Gestetnor Operator	3	Rs. 4900-10680/- + Rs.1800/- Grade Pay + Rs 400/- Sectt Pay
50.	Daftri	3	Rs. 4900-10680 /- + Rs. 1800/- Grade Pay + Rs. 320/-Sectt Pay
51.	Court Jamadar	1	Rs. 4900-10680/- + Rs. 1800/- Grade Pay + Rs 320/- Sectt. Pay
52.	Usher	19	Rs. 4900-10680 /- + Rs. 1800/- Grade Pay + Rs.320/- Sectt. Pay
53.	Peon	77	Rs. 4900-10680 /- + Rs. 1300/- Grade Pay + 240/- Sectt. Pay and after completion of two years of regular service Rs. 4900-10680 /- + Rs. 1650/- Grade Pay + 240/- Sectt. Pay

54.	Peons (Co-terminus)	13	Rs. 4900-10680 /- + Rs. 1300/- Grade Pay + 240/- Sectt. Pay
55.	Chowkidar	5	Rs. 4900-10680 /- + Rs. 1300/- Grade Pay + Rs. 560/- Sectt. Pay and after completion of two years of regular service Rs. 4900-10680 /- + Rs. 1650/- Grade Pay + 560/- Sectt. Pay
56.	Cook-cum-Chowkidar	1	Rs. 4900-10680 /- + Rs. 1300/- Grade Pay + Rs. 240/- Sectt. Pay and after completion of two years of regular service Rs. 4900-10680 /- + Rs.1650/- Grade Pay + 240/-Sectt. Pay
57.	Cook-cum-Attendant	6	Rs.4900-10680/- + Rs.1300/- Grade Pay and after completion of two years of regular service Rs.4900-10680 /- + Rs. 1650/- Grade Pay
58.	Mali	11	Rs.4900-10680 /- + Rs. 1300/- Grade Pay + 240/- Sectt. Pay and after completion of two years of regular service Rs. 4900-10680 /- + Rs. 1650/- Grade Pay + 240/-Sectt. Pay
59.	SafaiKaramchari	14	Rs.4900-10680/- + Rs.1300/- Grade Pay + Rs 240/- Sectt. Pay and after completion of two years of regular service Rs. 4900-10680 /- + Rs. 1650/- Grade Pay + 240/-Sectt. Pay
60.	Driver (Daily Wages)	1	Rs. 361/- per day (As per rates prescribed by the State Govt. from time to time)
61.	Peon (Daily Wages)	3	Rs.300/- per day (As per rates prescribed by the State Govt. from time to time)
62.	Mali (Daily Wages)	1	Rs.300/- per day (As per rates prescribed by the State Govt. from time to time)
63.	Chowkidar (Daily Wages)	1	Rs.300/- per day (As per rates prescribed by the State Govt. from time to time)
64.	Part Time Class-IV	5	Rs. 38/- per hour (As per rates prescribed by the State Govt. from time to time)
65.	Court Managers (on fixed remuneration of Rs. 30,000/- Per Month)	13	Fixed remuneration of Rs. 30,000/- Per Month
66.	Data Entry Operator (On out source basis)	01	Rs. 5910-20200/- + Rs. 1900/- Grade Pay (However remuneration to the incumbent of the post is finalized by Out Sourcing Agency)

Note.— (1) Editor I.L.R. and Assistant Editor I.L.R. are on fixed remuneration (both posts Vacant).

Note.— (2) 14 posts of Law Clerks are on fixed remuneration of Rs. 25,000/- per month.

**CADRE STRENGTH OF ERSTWHILE H.P. ADMINISTRATIVE TRIBUNAL TRANSFERRED  
TO THE ESTABLISHMENT OF THE HON'BLE HIGH COURT OF HIMACHAL PRADESH,  
SHIMLA [Vide letter No. Per(AP-B)-A(1)-4/2019,  
dated 05-11-2019]**

Sl. No.	Name of Posts/Category	Number of Posts	Pay Scales (Pre-revised)
1.	Deputy Registrar	1	Rs. 15600—39100/- + Rs. 7600/- Grade Pay + Rs. 2500/- Sectt. Pay.
2.	Assistant Registrar	2	Rs. 15600—39100/- + Rs.6600/- Grade Pay + Rs. 2500/- Sectt. Pay.
3.	Court Secretary	1	Rs. 15600—39100/- + Rs. 6600/- Grade Pay + Rs. 2500/- Sectt. Pay + Rs. 1200/- Special Pay.
4.	Section Officer	6	Rs. 15600—39100/- + Rs. 5400/- Grade Pay + Rs. 2000/- Sectt. Pay.
5.	Reader	4	Rs. 15600—39100/- + Rs. 5400/- Grade Pay + Rs.2000/- Sectt. Pay + Rs. 1000/- Special Pay.
6.	Private Secretary	3	Rs. 15600—39100/- + Rs. 5400/- Grade Pay + Rs. 2000/- Sectt. Pay + Rs. 1000/- Special Pay.
7.	Personal Assistant	1	Rs. 10300—34800/- + Rs. 4800/- Grade Pay + Rs. 1200/-Sectt. Pay + Rs. 800/- Special Pay.
8.	Judgment Writer	4	Rs. 10300—34800/- + Rs. 4800/- Grade Pay + Rs.1200/-Sectt. Pay + Rs. 800/- Special Pay.
9.	Supdt. Gr. II	5	Rs. 10300—34800/- + Rs. 4800/- Grade Pay + Rs.1200/- Sectt. Pay.
10.	Senior Assistant	13	Rs.10300—34800/- + Rs.4400/- Grade Pay +900/- Sectt Pay.
11.	Senior Translator	1	Rs.10300—34800/- + Rs.4400/- Grade Pay + 900/- Sectt. Pay.
12.	Librarian	1	Rs.10300—34800 /- + Rs. 3200/- Grade Pay+ 400/- Sectt. Pay.
13.	Junior Assistant/Clerk	14	Rs. 5910—20200/- + Rs. 1900/-Grade Pay +Rs. 400/- Sectt. Pay for clerk on appointment and after completion of two years regular service of Clerks Rs. 10300—34800/- + Rs. 3200/- Grade Pay + Rs. 400/-Sectt. Pay).  (Rs. 10300—34800/-+ Rs. 3600/-Grade Pay + Rs. 500/- Sectt. Pay. for the post of Junior Assistant).

14.	Junior Stenographer	Scale 1	Rs. 10300—34800 /- + Rs. 3200/- Grade Pay+ 500/- Sectt. Pay + Rs. 400/- Special Pay and after completion of two years regular service Rs. 10300—34800/- + Rs. 3600/- Grade Pay + Rs. 500/-Sectt. Pay + Rs. 400/- Special Pay).
15.	Restorer	3	Rs. 5910—20200 /- + Rs. 2400/- Grade Pay + Rs. 240/-Sectt. Pay
16.	Library Attendant	1	Rs. 5910—20200/- + Rs. 1950/- Grade Pay + Rs. 320/-Sectt Pay.
17.	Gestetnor Operator	1	Rs. 5910—20200/- + Rs. 1950/- Grade Pay + Rs. 240/-Sectt. Pay.
18.	Daftri	1	Rs. 5910—20200/- + Rs. 1950/- Grade Pay + Rs. 320/- Sectt. Pay
19.	Court Jamadar	1	Rs. 4900—10680/- + Rs.1650/- Grade Pay + Rs. 320/-Sectt. Pay.
20.	Usher	4	Rs. 4900—10680/- + Rs. 1650/- Grade Pay + Rs. 320/- Sectt. Pay.
21.	Process Server	4	Rs. 4900—10680/- + Rs. 1650/- Grade Pay + Rs. 240/- Sectt. Pay.
22.	Peon	11	Rs. 4900—10680/- + Rs. 1650/- Grade Pay + Rs. 240/- Sectt. Pay.
23.	Frash	1	Rs. 4900—10680/- + Rs. 1650/- Grade Pay + Rs. 240/- Sectt. Pay.
24.	Mali	1	Rs.4900—10680/- + Rs.1650/- Grade Pay + Rs. 240/-Sectt. Pay.
25.	Chowkidar	1	Rs.4900—10680/- + Rs.13000/- Grade Pay + Rs. 560/-Sectt. Pay.
26.	Peon (Co-Terminus) on Fixed remuneration	2	Rs. 6200/- per month

**Main Functions of the Organization:**

- (i) Judicial; and
- (ii) Administrative

**(ii) Powers and duties of officers and employees:**

The Administrative and Executive business/work of the High Court Registry has been divided as per Notification No. HHC/Admn-1(18)/78-XV-20776-81, Dated 09.08.2016, followed

by different office orders issued in this behalf from time to time, which are already available on the official website of the High Court.

Court Secretaries/Court Masters are attached to the Hon'ble Court.

Superintendent Grade-II or Sr. Assistants submit the cases/files to the Branch Officer concerned.

The Supervisory Officers are the intermediate channels between the Sections and the authorities competent to take final decisions on important matters.

### **Duties of the Supervisory Officers.**

The Supervisory Officers have to perform multifarious duties and functions. Their main role is as under:—

- (i) To assist the authorities in decision making and formulation of plans and programs;
- (ii) To present all cases, matters to the higher authorities in a precise manner with all possible solutions and suggestions;
- (iii) To take effective steps for building up and maintaining all essential record;
- (iv) To effectively supervise the work and conduct of all functionaries under them and be a source of guidance to lower functionaries in all official matters;
- (v) To issue orders in accordance with the decisions of the competent authorities and under proper authentication.

### **Duties of Branch Officers and medium level Officers:**

- (i) To go through and initial with date the dak received by him and mark the papers to the concerned Section and also to give directions for its disposal whenever possible at the dak stage to enable speedy disposal;
- (ii) To submit important communications to the superior officer at the dak stage for perusal and directions in case the same has not been seen by the Officer;
- (iii) To advise from time to time measures necessary for expeditious disposal of business/work in a Section;
- (iv) To keep a watch over timely submission/receipt of returns/statements and to send the same to quarter concerned duly checked/scrutinized. Also, to ensure that all relevant Acts, rules, manuals, instructions, court files proceedings register of the Department are kept up dated;
- (v) To train and guide the staff working under him and to point out their shortcomings and deficiencies, if any, and remedial action;
- (vi) To keep him acquainted with the morale, conduct and discipline of the staff posted in Sections under him and to ensure punctuality in attendance by the staff posted in the Sections under his charge.

**Duties of Section Officer**

The Section Officer is normally in-charge of one Section and has generally to perform the following duties and functions:—

To go through the dak as received by him and take following steps:—

- (1) mark the receipts to the concerned Sections;
- (2) submit the important communications for perusal of the higher authorities through Branch Officer at dak stage;
- (3) keep a check or note in the diary about important receipts or watching proper and timely disposal;
- (4) to see that all dealing hands and the diarist maintain all required registers and keep the same updated;
- (5) to prepare papers and compile data for meetings and ensure timely submissions;
- (6) to ensure punctuality in attendance in a Section and to advise the staff on matters of conduct and discipline;
- (7) to ensure that the dealing hand maintain their assistant's diaries regularly and note the particulars of initial submissions of cases and also record final disposal of receipts at appropriate stage of final disposal of the cases.

On receiving back, the file with decision/orders of the competent authority, the draft is to be added by the dealing hands unless the Branch officer/Supervisory Officer chooses to add the draft at his level. After the draft has been approved by the Branch Officer or the higher authority, the file is received back in the Section for typing fair copies of the draft. The fair copies duly compared and initialed by the official comparing the same are to be placed on the top of the file and send to the appropriate authority for signatures and the fair copies after signatures are to be dispatched to the concerned quarter.

**(iii) The procedure followed in the decision-making process including channels of supervision and accountability.**

In addition to the procedure maintained above, Chapter 8B of H.P. High Court (Scrutiny, Maintenance of Judicial Records, Administrative and Executive Business) Rules, 1997 is applicable, which read as under:—

**INSTRUCTIONS REGARDING MAINTENANCE OF ADMINISTRATIVE FILES AND THE MANNER OF DEALING WITH ADMINISTRATIVE MATTERS**

1. The administrative and office files should in future be stitched after perforation of the file papers at two suitable points on the left side. The two holes in papers should be at appropriate places for stitching with fairly long tags.
2. The stitching of the new files should be so affected that the office noting and the file papers are not disturbed in any manner by the stitching holes. In order to achieve this end, two holes at the proper places should be made in all note sheets before they are brought in use.

- Sufficient margin should be left on both sides of the sheets so that the noting can be read without opening the tags of the files. New files should be opened in place of the old ones which have already grown bulky and the above instructions should be followed for maintaining the new files. Those files which are not bulky at the moment should be immediately converted into the new system by making two holes in all the papers. However, extreme care should be taken that this process does not mutilate the existing notings. Where it is not possible to convert these files in the aforesaid manner, new files be opened.
3. It will be the personal responsibility of the Section Officer of the Branch concerned to ensure that the above instructions are effectively complied with by all Dealing Assistants.  
[Office Order No.HHC/Admn.6(46)/78, dated April 6,1981]
  4. The administrative records of the Registry must be properly maintained in a manner that they are readily available for reference in future.
  5. As and when any communication/information is circulated to the Officers/officials of the Registry or to the Subordinate Courts, the records showing such circulation must be maintained properly so that in future, a plea is not raised that such matter was not brought to the notice of a particular person or class.
  6. As and when any information/communication is to be circulated to the Officers and officials of the Registry, one copy thereof must be affixed on the Court Notice Board, unless otherwise directed.  
[Office Order No.HHC/Estt.3(209)/84, dated January 9,1997]
  7. The officers of the rank of Superintendent(s) (now Section Officers) and above will ensure that all Rules, instructions guidelines and precedents relevant for consideration of the subject matters are clearly set out in the office notings before submission to the higher authorities and notes should be duly numbered.  
[Office Order No.HHC/Admn.1(18)/78-V, dated December 13, 1996]
  8. Ordinarily no communication/application/representation/ submission/file, which is required to be put up before the Hon'ble the Chief Justice should take more than 15 days in any event from the date of the receipt/initiation. This is, however, the outer time limit and the processing period for each matter should depend upon the nature of case being dealt with.
  9. The officer and official concerned with the receipt and opening of dak envelopes shall invariably open the envelope in such a manner that the postal seal, postal stamp and address of the sender and that of the addressee are not damaged in any manner.
  10. The officer before whom dak is put up shall after going through the dak and taking into consideration its nature shall mark 'P' and 'D' on the margin of the letter with red ink. The letter 'P' denotes 'preserve' and letter 'D' denotes 'destroy'.
  11. The envelope of the letter on the margin of which 'D' is marked shall be destroyed after a month after obtaining the approval of the officer not below the rank of Addl. Registrar whereas the envelope of the letter on which 'P' is marked, shall be preserved for a period of one year or such further period as may be required. After the expiry of period of one year or the extended period the envelope attached with the letter on which 'P' has been marked shall be destroyed.  
[Office order No.HHC/Rules/Misc./1/96, dated April 23, 1997]

12. The applications, on the administrative side, for adjournment of case which are not actual date cases and which are not included in the list, shall be presented personally to the Registrar High Court of Himachal Pradesh, Shimla, ordinarily at least three days before they are included in the list.

In exceptional cases in unforeseen circumstances, such applications may be presented on a day before such date but by 11.00 A.M.

13. No application for adjournment of 'actual date' cases which are to be included in the list, shall be presented to and entertained by the Registrar unless consent thereto is given by the opposite party(s).
14. After receipt of the application, the Registrar will place the application before the Hon'ble the Chief Justice for orders.  
(D.O. No.HHC/Judl/INST/11-3-96, dated March 25, 1997).

**(iv) The norms set for the discharge of functions by the officers/officials of the Registry for the speedy delivery of justice system etc.:**

There are various Rules and Instruction for the smooth functioning of the justice delivery system and in this regard various circulars orders have been issued from time to time by the High Court of Himachal Pradesh and which have been circulated in two volumes.

**(v) The rules, regulations, instructions, manual and records held by it or under its control or used by its employees for discharging its functions:**

Besides, Rules have been framed by the High Court which are already on the official website of the High court of Himachal Pradesh. The High Court is following Fundamental Rules and Supplementary Rules.

**(vi) A statement of the categories of documents that are held by Registry or under its control:**

The High Court is in the process of digitization of the documents. Some of the Branches *i.e.*, Accounts, Rules and Establishment are still maintaining the documents in the form of registers/files etc.

**(vii) The particulars of arrangement that exists for consultation and representation by the member of the public in relation to the formulation of policy or implementation thereof:**

Any person from the public can report regarding grievances/ suggestions with respect to the functioning of the High Court/ Subordinate Courts by visiting Web Portal titled "Grievances/Suggestions" on the official Website of the High Court.

**(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:**

The public is not authorized to have access of the following documents:—

- (i) The Judges Notes and Minutes
- (ii) Correspondence which is not strictly judicial; and
- (iii) Confidential correspondence.

**(ix) A directory of the Officers/staff of the High Court:**

The telephone directory of officers/staff is already on the High Court Website.

**(x) The monthly remuneration received by each of officers and employees of the Registry, including the system of compensation as provided in its regulations:**

In general, there is no monthly remuneration fixed for its employees, except the Court Managers, Law Clerks and Editors (ILR). There is also no system of compensations etc. provided in the regulations.

**(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made as follows:**

Sl. No.	Name of the Scheme(s)/ agency	Proposed Expenditure for the financial year 2021-2022	Budget Allocated for the financial year 2021-2022
1	2	3	4
1.	Major Head 2014-Admn. of Justice, 102-High Court, 01-High Court Establishment (Charged)SOON, Demand No.3.	Rs. 57,50,20,000.00	Rs. 55,64,66,000.00
2.	Major Head 2014-Admn. of Justice, 105-Civil & Sessions Courts, 01-Civil & Sessions Courts Establishment (Voted) SOON, Demand No.3.	Rs. 147,98,01,000.00	Rs. 145,65,34,000.00
3.	Major Head 2014-Admn. of Justice, 108 Criminal Courts, 01-Road & Diet Money to witnesses (Voted) SOON, Demand No.3.	Rs. 2,00,00,000.00	Rs. 90,00,000.00
4.	Major Head 2014-Admn. of Justice, 796-Tribal Area Sub-Plan, 01-Expenditure on Civil & Sessions Courts Establishment (Voted) SOON, Demand No.31.	Rs. 2,65,87,000.00	Rs. 2,71,15,000.00
5.	Major Head 2014-Admin. of Justice, 796-02 Expenditure on witness and Diet Money (Voted) SOON, Demand No.31.	Rs. 2,50,000.00	Rs. 2,00,000.00
6.	Major Head 2235, Social Security & Welfare, 800 Other Charges, 38 Medical reimbursement of Pensioners and Other Charges, High Court and Subordinate Judiciary (Voted)SOON, Demand No.19.	Rs. 2,10,00,000.00	Rs. 78,63,000.00
7.	2014-00-102-05-SOON-Voted Demand No.3 under e-Courts Mission Mode Project (Phase-II)	Rs. 1000.00	Rs. 1000.00

8.	2014-00-105-06-SOON- Voted Demand No.3 under Scanning and Digitization of Judicial Record	Rs. 1,000.00	Rs. 1000.00
9.	2014-00-105-07-C90N-Voted Demand No.3, Fast Track Special Courts under POCSO Act/Scheme	Nil	Rs. 1,51,87,000.00
10.	2014-00-105-07-S10N-Voted Demand No.3, Fast Track Special Courts under POCSO Act/Scheme	Nil	Rs. 16,68,000.00

**Information Regarding Budget Allocated to each Agency, indicating the Particulars of all Plans, proposed Expenditures and Reports on Disbursements made for the Financial Year 2021-2022**

Sl. No.	Name of the Scheme(s)/ HOA (SOE) Wise	Proposed Expenditure for the Financial Year 2021-22	Budget Allocated for the Financial Year 2021-22 (As on 5/2011)	Reports on Disbursements made
	Demand No. 3 Administration of Justice		Rs. In Lakh	
	4059-01-051-15 C90N Centre Share for Upgradation of Judiciary Infrastructure 37-Major Works	1.00	1.00	Budget has been allocated as per works appearing in the Appendices to Schedule of new Expenditure, Volume-I for the year 2021-2022 and as per version of the office of the Engineer-In-Chief, HPPWD, the remaining funds will be allocated as and when approval is received from the Additional Chief Secretary (Home) to the Government of H.P.
	4059-01-051-15-S10N- State Share for Upgradation of Judiciary Infrastructure 37-Major Works	1.00	1.00	
	4059-01-051-15-SOON Upgradation of Judiciary Infrastructure 37-Major works	68.52	68.52	
	4059-01-051-31-SOON C/O National Law University 37-Major Works	1.00	1.00	
	4059-01-051-32-SOON C/O Judicial Academy Ghandal 37-Major Works	1.00	1.00	
	4059-01-051-36-SOON- Alternate Dispute Resolution Centre (ADR) Centres 37-Major Works	13.00	13.00	
	4059-01-051-42-SOON Fast Track Special Courts	1.00	1.00	

(POCSO) 37-Major Works			
<b>Total D-3</b>	<b>86.52</b>	<b>86.52</b>	
<b>Demand No. 31 Tribal Area Development Programme</b>			
4059-01-796-05-C90N- Central Share 90% for Exp. on Judiciary Infrastructure-37-Major Works	1.00	1.00	
4059-01-796-05-S10N- State Share 10% for Exp. on Judiciary Infrastructure 37-Major works	1.00	1.00	
4059-01-796-14-SOON- Alternate Dispute Resolution Centre (ADR) 37-Major Works	2.00	2.00	
<b>Total D-31</b>	<b>4.00</b>	<b>4.00</b>	
<b>D-32 Schedule Caste Development Programme</b>			
4059-01-789-02-C90N (Centre Share 90%) 37-Major works	1.00	1.00	
4059-01-789-02-S10N State Share for Upgradation of Judiciary 37-Major Works	1.00	1.00	
4059-01-789-02-SOON Up gradation of Judiciary 37-Major Works	50.00	50.00	
4059-01-789-01-SOON Alternate Dispute Resolution Centre (ADR) 37-Major Works	5.00	5.00	
<b>Total D-32</b>	<b>57.00</b>	<b>57.00</b>	
<b>G.Total D-3+D-31+D-32</b>	<b>147.52</b>	<b>147.52</b>	

Note.—The Additional Chief Secretary (Home) to the Government of Himachal Pradesh, *vide* letter dated 21-06-2021, has conveyed the approval of Government to provide additional amount of Rs. 611.11 lakh (Rs. Six Crore Eleven lakh and Eleven Thousand) only under Demand No. 3, subject to the condition that this amount be got regularized in SDG during the financial year 2021-2021.

**(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

Not applicable in case of the Registry of this High Court.

**(xiii) Particulars of recipients of concessions, permits of authorizations granted by the High Court:**

Not applicable in case of the Registry of this High Court.

**(xiv) Details in respect of the information, available to or held by the High Court, reduced in an electronic form:**

The history of High Court, Administrative set-up, title of Rules, case status, cause list, legal aid, telephone directory, calendar, Hon'ble Judges' profile, former Chief Justices and former Judges have already been updated on the High Court website and same are accessible at the following address:

WEB SITE Address: <http://hphighcourt.nic.in>

E-MAIL Address: [hcourt-hp@nic.in](mailto:hcourt-hp@nic.in)

**(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:**

The working hours of the Library of the Hon'ble High Court are 9.45 A.M to 4.45 P.M. It is Hon'ble Judges' Library and it is not allowed for general public.

**(xvi) The names, designations and other particulars of the Public Information Officers:**

Hon'ble the Chief Justice has been pleased to designate the following Officers as:—

- (1) State Public Information Officers at the High Court Level and on district levels to provide information in accordance with the provisions of the R.T.I. Act and the Rules framed there-under; and
- (2) State Assistant Public Information Officers at the sub-divisional level to perform the duties envisaged and entrusted to them, under sub-section (2) of Section 5 of the aforesaid Act.
  1. Shri Subhash Chauhan, Deputy Registrar is the State Public Information Officer at High Court level.
  2. State Public Information Officer is Senior Civil Judge at District level of the concerned District.

3. Assistant State Public Information Officer is Civil Judge, Court No.1 at Sub Divisional Headquarters where there are more than one Courts and the Civil Judge posted at Sub Divisional Headquarters where there is only one Court.

It is further notified that for the purpose of filing appeals against the decisions of State Public Information Officers as provided under Section 19(1) of the aforesaid Act, the Registrar (Vigilance) at the High Court and in the Districts, the District and Sessions Judge of the concerned District would be the competent authority:

**(xvii) Such other information as may be prescribed:**

Facilities available in the High Court:—

- (i) Dispensary;
- (ii) Canteen;
- (iii) Post Office;
- (iv) Bank;
- (v) Mediation Centre;
- (vi) Auditorium; and
- (vii) Creche

**Dispensary:**

A Primary Health Centre is functioning in the High Court Complex (old building). One Physician is available in the dispensary during office hours.

**Canteen facilities:**

Canteen for advocates, litigant public and staff of the High Court is functioning in the High Court.

**Post Office:**

A post office is functioning in the High Court Complex on the 1<sup>st</sup> Floor since 2003 and is being used also by outside agencies and general public.

**Bank:**

A branch of UCO Bank is functioning in the High Court since 2003 and provides services including ATM facility to all its account holders and those desirous of transacting through the Bank.

**Committees:**

Different Committees comprising of Hon'ble the Chief Justice and Hon'ble Judges are functioning at the moment for carrying out various administrative functions etc., notification regarding which is available on the official website of High Court of Himachal Pradesh.

By order,  
Sd/-  
Registrar General.

**NAGAR PANCHAYAT , ARKI (PROPERTY TAXATION) BYE-LAWS , 2022****NOTIFICATIONS***Arki, the 25th February, 2022*

**No. NPA/Property Tax/-178.**—The following Nagar Panchayat, Arki (Property Tax) Bye-laws, 2022 in exercise of the powers conferred by Clause (A) of Sections 216 and Section 217 read with clause (d) of Section 65 of the Himachal Pradesh Municipal Act, 1994 (Act No. 13 of 1994), the final Municipality Property Taxation Bye-Laws, 2022 are hereby notified and published in Rajpatra H.P. extraordinary for information of General Public as follows, namely :—

**Nagar Panchayat , Arki (Property Taxation) Bye-laws , 2022**

**1. Short title and commencement.**—(i) These Bye-laws may be called the Nagar Panchayat Arki (Property Taxation) Bye-laws, 2022.

(ii) These bye-laws shall come into force from the date of publication of its notification in the Rajpatra of Himachal Pradesh.

**2. Definitions.**—(1) In these bye-laws unless the context otherwise require,

- (i) “Act” means the Himachal Pradesh Municipal Act, 1994, (Act No. 13 of 1994) read with its amendments carried out *vide* H.P. Municipal (Amendment) Act, 2016 and *vide* H.P. Municipal (Amendment) Act, 2020.
- (ii) “Appellate Authority” means an authority prescribed under Section 90 of H.P. Municipal Act, 1994.
- (iii) “Assessment List” means the list of all units of the lands and buildings assessable to property tax under the provisions of H.P. Municipal Act, 1994.
- (iv) “Assessment year” means the year commencing from the first day of April to 31<sup>st</sup> of March of succeeding year.
- (v) “Bye-Laws” means the Municipality (Property Taxation) bye-laws 2022 made under the Act as notified in the official gazette.
- (vi) “Municipality” means as defined in Section 2 (24) of the Act.
- (vii) “Section” means Sections of the Act.
- (viii) ‘Ratable Value’ as defined in Section 2 clause (33-a) of the Act and procedure prescribed under these Bye-Laws.
- (ix) “Unit” means a specific portion of the land and building in use and occupation of the owner(s) or occupier(s) including vacant land and build up portion of the building.
- (x) “Unit area” means area of a unit in square meters.
- (xi) “Unit area tax” means property tax on unit(s) of lands & buildings which shall be charged per annum between one percent to twenty five percent as may be

determined on the basis of ratable value of unit(s) of lands & buildings by the Municipality from time to time. All other words and expressions used herein but not defined shall have the same meaning respectively as assigned to them in the Act.

**3. Assessment list what to contain.**—The Secretary shall keep a book to be called the “Assessment List” in which the following shall be entered in Form-A appended to these bye-laws:—

- (a) A list of all units of the lands and buildings located within the jurisdiction of Nagar Panchayat Arki, distinguishing each either by name or number and containing such particulars regarding the location or nature of each, which shall be sufficient for identification thereof.
- (b) The ratable value of each unit of the lands and buildings.
- (c) The name of the person primarily liable for payment of property tax and ratable value as well as property tax demand on his/her unit of land or building.
- (d) If any such unit of a land or a building is not liable to be assessed to the property tax, the reason for such non-liability; and
- (e) other details; if any, as the Secretary may from time to time think fit.

**Explanation.**—(i) For the purpose of clause (b) the ratable value of the unit(s) of the land will be the ratable value of the unit(s) of the land and in the case of unit(s) of the building, the ratable value will include the ratable value of the land and the unit(s) of the building erected thereon.

(ii) For the purpose of charging property tax on a unit of land, the unit of land shall be treated as “land” till the completion plan of building is sanctioned by Nagar Panchayat Arki or by other competent authority of the State Government and such construction is put to use on the spot whichever occurs first. Accordingly, property tax shall be continued to be charged on the ratable value of the unit of land till such time treating it as “land”.

**4. Form of assessment list.**—The assessment list shall be kept in the form-A hereto. The Secretary may order to add, omit, amend or alter any of the columns of the Performa of the assessment list as and when required.

**5. Procedure where name of person primarily liable for property tax cannot be ascertained.**—If the name of the person primarily liable for the payment of property tax in respect of any unit of any land or building cannot be ascertained, it shall be sufficient to designate him in the assessment list, property tax bill and in any notice which may be necessary to serve upon the said person under the Act, as “the holder” of such unit of land or building without further description.

**6. Inspection of assessment list.**—If assessment list has been completed, the Secretary shall give public notice thereof mentioning therein the place where assessment list or copy thereof may be inspected and every person claiming to be the owner or lessee or occupier of any unit(s) of any land or building included in the assessment list and any authorized agent of such person shall be at liberty to inspect the list and to file written objection within 30 days from the date of publication of such public notice in the local newspaper(s).

**7. Register of objections.**— (1) The Secretary shall keep a register of objections in which all objections received under sub-section (2) of section 74 and sub-section (2) of section 76 shall be entered. The register shall contain:—

- (i) The name or number of the land or building in respect of which objection is received;
- (ii) Name of the person primarily liable for the payment of property tax;
- (iii) Name of the objector;
- (iv) The ratable value finally fixed after enquiry and investigation of the objection by the committee constituted in this behalf;
- (v) The date from which the ratable value finally fixed has to come into force; and
- (vi) Such other details as the Secretary may from time to time think, fit;

**8. Amendment of assessment list under the provisions of Section 76 and investigation and disposal of objections against such amendments.**—(i) When any amendment is proposed to be made under the provisions of Section 76 such amendment will provisionally be made in the assessment list and the notice as required under the provision of sub-sections (1) & (3) of Section 76 shall be served on the person affected by the amendment after affording him the opportunity to file objection, if any, against the proposed amendment within 30 days from the date of receipt of such notice.

(ii) Objections shall be inquired into and investigated by the Committee constituted in this behalf under Sub Section 1 of 75 of the Act, after affording opportunity of being heard to the objector.

(iii) The assessment list shall be finally amended in accordance with the decisions made by the said committee.

(iv) If no objection is received or if the same are received but not within the time limit specified in this behalf in the notice, the assessment list shall be finally amended by confirming the provisional amendment made in the assessment list. However, for special reasons to be recorded in writing, the committee constituted in this behalf may consider objections received after the expiry of the stipulated period.

(v) Property tax on the basis of the amended assessment list shall be due from the date specified in the assessment notice or from the date as may be decided by the Committee constituted in this behalf. Provided that payment of property tax on the basis of the assessment list, as existing before such an amendment will not be withheld on the ground that some amendment is to be made in the list.

**9. Payment of property taxes where to be made.**—Every person who is liable to pay any of the property tax shall pay the same at the Head Office of the Nagar Panchayat or at such other place(s) and time as may be specified by the Secretary as the case may be. However, the payment of tax shall be made either by cash or cheque or through Bank Draft drawn in favour of the Secretary, (Nagar Panchayat)Arki, payable at or through RTGS in the Bank Account of Nagar Panchayat Arki declared for the said purpose by the Secretary, as the case may be.

**10. Demand of property tax to be raised annually by issuing one single bill for one unit of a property.—**

- (i) Demand of property tax shall be raised annually by issuing a single property tax bill on form-B annexed to these bye-laws for each unit of a property. The service of bill shall be effected by hand through special messenger and in case owner or occupier upon whom the bill is to be served is living outside the municipal limits, the bill shall be issued by post under certificate of posting or by registered/ speed post. In case the owner or occupier avoids by hand service of the bill, service of the bill shall be effected by affixing the bill in presence of two witnesses on the unit of the property to which the bill relates.
- (ii) In case the owner or occupier upon whom the property tax bill has been served fails to make payment of the property tax within the due date, the property tax shall be recovered by the Secretary or by the officer/official authorized by him in this behalf by initiating appropriate process under the provisions of Section 86 of the Act:

Provided that nothing herein contained shall affect the liability of such person to any increased property tax to which he may be assessed on account of the said unit of property owing to a revision of the ratable value.

- (iii) The tax for the ensuring year shall be paid either in lump-sum within 30 days at the beginning of the financial year i.e. up to 30<sup>th</sup> April or in two half yearly installments. The first installment to be paid by 30<sup>th</sup> April and second installment by 30<sup>th</sup> October every year.

**11. Service of property tax bills and demand notices in respect of un-partitioned unit of property.—**If an un-partitioned unit of a property is owned by more than one person, service of bill(s) and notice(s) of demand on any one co-owner shall be treated as service on all the owners.

**12. Demand and collection registers.—**(i) A register of demand & collection of property tax in form-F appended to these bye laws shall be maintained showing therein the figures of property tax demand, collection, rebate, remission adjustment, arrears, excess recoveries and such other particulars in relation to each unit of the property. This register will be kept either in the shape of hard copy or in the shape of soft copy or in both as the Secretary, as the case may be think fit.

(ii) The register may, if any the Secretary, as the case may be thinks fit be made in separate parts or volumes for such purposes and with such several designations as the Secretary, as the case may be determine.

(iii) The separate Register shall be maintained for recording information regarding detail of arrears for the previous years.

**13. Circumstances not considered as vacancy of property.—**For the purpose of Section 81 and 84 of Himachal Pradesh Municipal, Act, 1994.

(i) A unit of building or of a tenement reserved by the owner for his own occupation shall be deemed to be occupied, whether it is actually occupied by the owner or not;

(ii) Any unit of building or of a tenement used or intended to be used for the purpose of any industry which is seasonal in character shall not be deemed to be vacant merely on account of

its being unoccupied and unproductive of rent during such period or periods of the year in which seasonal operations are normally suspended;

**14. Remission/Refund not claimable unless notice of vacancy is given to the Secretary, as the case may be every year.**—When a vacancy continues from one year into the subsequent year, no refund or remission of any property tax shall be claimable from the Secretary, as the case may be on an account of such continued vacancy unless notice thereof is given to the Secretary within 60 days from the commencement of the next financial year.

**15. Inspection by municipal staff of the vacant unit of the property.**—If any owner or occupier does not allow or facilitate the inspection by the authorized Municipality staff of any unit of the property claimed by him to be vacant, the Secretary, as the case may be refuse to treat such unit of building or tenement, as the case may be, as vacant till the day such inspection is made, and the vacancy of the unit of property verified.

**16. Copies of property tax bill(s).**—The Secretary, as the case may be, on a request in writing from the owner of any unit of land or building or any other person primarily liable to pay property tax in respect thereof, give a copy or copies of any bill/bills for any property tax on payment of such fee as may be fixed by the Secretary, as the case may be, from time to time.

**17. Notice on transfer of title.**—The notice regarding transfer of title of any unit of any property require to be given under Section 83 shall be either in Form-“C” or Form-“D” annexed to these bye-laws, as the case may be, and shall state clearly and correctly all the particulars required in the said Form(s).

**18. Property tax to be paid upto date.**—No such notice as contained in Bye-Laws 17 shall be deemed to be validly given unless the property tax due upto the date of transfer of title of the unit of property is paid in full.

**19. Filing of return by owner(s)/ occupier(s).**— The Secretary, as the case may be require any owner or occupier of a unit of land or building or of any portion thereof to furnish information or a written return in Form-“E” appended to these bye-laws. Every owner or occupier on whom any such requisition is made shall be bound to comply with the same and to give true information or to make a true return to the best of owner or occupier knowledge or belief, within a period of thirty days from the service of such requisition upon him/her.

**20. Penalty for non- submission of return.**—Whosoever omits to comply with any requisition under 19 of these bye-laws or fails to give true information or to make a true return to the best of his knowledge or belief, shall in addition to any penalty under Section 82 of the Act, be precluded from objecting to any assessment made by the Secretary, as the case may be in respect of such unit of the lands or building of which he is the owner or occupier.

**21. Inspection of Tax Record.**—Every owner, lessee or occupier of a unit of land/ building or authorized agent of any such person may, with the permission in writing of the Secretary, as the case may be or any officer/official authorized by him in this behalf inspect the tax record relating to the unit of the land/building of which is owner, lessee, agent or occupier free of charge during the office hours.

**22. Location factor, characteristic and its value.**—For the purpose of clause (33-a) (c) of Section 2 of the Act, the location Factor, characteristic and its values shall be as under:—

- (i) Nagar Panchayat Arki will be considered as a single zone.

- (ii) Number of Zones:- The entire Nagar Panchayat area is one zone. There are five factors which are relevant for determination of ratable value of lands & buildings. These factors and proposed value of each factors per sq. meter shall be as under:—

(1) Location factor(F-1): @3

**23. Structural factor/ characteristics and its value.(F-2).—**For the clause (33-a) (c) of Section 2 of the Act, building shall be classified as pucca, semi-pucca and kucha in the following manner:—

- (i) For Pucca-building, value per sq. mtr = 2.50  
(ii) For semi-pucca building, value per sq. mtr = 1.50  
(iii) For kucha building, value per sq. mtr = 1.00

**24. Age factor and Age-wise grouping and value of the buildings(F-3).—**For the clause (33-a) (c) of Section 2 of the Act, all the buildings shall be grouped age-wise having factor value as mentioned against each age group:—

Group.	Building	Factor value
A	Before 1947	1.50
B	Above 1947 to 1980	2.50
C	Above 1981 to 2000	3.25
D	Above 2001 to 2010	4.00
E	Above 2011 to 2021	4.50
F	2021 and Beyond	5

**25. Occupancy factor/characteristics and its value (F-4).—**The occupancy factor and its value shall be as under for the purpose of Clause (c) *ibid*:—

- (i) Value for residential occupancy:

(a) Value for self residential	(b) Value for Let out residential
1.50	2.00

- (ii) Value per sq. mtr. for non-residential occupancy:

A	B	C	D	E
Hotels above built-up area of 2000 Sq. mtr., MNC Show Rooms and Restaurant	Hotel having built-up area between 1000 to 2000 Sq. mtr. And Show Room above 1000 Sq. Mtr.	Other Hotels, Bars, Restaurant, Banks, ATMs, Show Rooms, Call Centre, Marriage Hall, Travel Agency, Mobile Towers, Centre Coaching	Shops, School, Colleges, Educational Institutions, Offices, Hostel, Hospital, Theatre, Clubs, Paying Guest House (PGs), Guest House	Gowdowns, Dhabas, Stall and Other types of Properties not covered under (A to D)
10	9	7	6	2.50

**26. Use factor/ characteristic and its value (F5).**—For the purpose of Clause (33 a) of Section 2 of the Act, the value of use factor/characteristic of the unit(s) of the lands & buildings for the purpose of Clause (33 a) ibid shall be as under:—

- |                       |   |      |
|-----------------------|---|------|
| (i) Residential       | = | 1.50 |
| (ii) Non- Residential | = | 2.50 |

**27. Method of calculation of ratable value and rate of property tax on the net ratable value of the lands and buildings shall be as under.**—Area (in sq. mtrs) of a unit multiplied by value of relevant factors of unit area method as mentioned in 23 to 27 of the bye laws. The figure that will so come out, thereof shall be the net ratable value of unit and property tax shall be charged on that net ratable value at the rate of 10% for lands and in case of buildings as under:—

- (1) For self occupied residential properties measuring 1 sq.mtr to 100 sq.mtrs.@3 % P.A. on the RV. (Ratable Value)
- (2) For self occupied residential properties measuring 101 sq.mtr and above sq.mtrs.@6% P.A. on the R.V. (Ratable Value )
- (3) For non-residential properties @12% P.A. on the ratable values.

**Note.**—(1) Factor value may be increased in tandem with the growth rate of State's own G.D.P.

- (2) Tax rate will be increased upto 25% as per Section 65 of the H.P. Municipal Act 1994.

**28. Rebate and penalty.**—The rebate will be applicated for first 15 days from the date of generation bill where as due date will be 1 month period form generation of Bill and 1% interest on total amount accumulating per month and 5% additional penalty after six months to be levied after due date onwards, besides initiation of recovery proceeding as per the provision of Section 89 of the Act. Further ,whosoever contravenes any of the clauses of these Bye-Laws shall be , in addition to the penalties as provided under the act ,liable for disconnection of water ,electricity and other civic amenities and the Secretary ,as the case may be request the competent authority to withdraw registration / recognition ,if any granted ,in his /their favour.

**29. Repeal and savings.**— The scheme, regulation or Bye-Laws, if any hereto for relating to the mode of levy, calculation and assessment of property tax is hereby repealed. Anything done or any action taken under the said scheme, regulation or bye-laws if any shall be deemed to have been done or taken under the provisions of these bye-laws.

Sd/-  
Secretary,  
Nagar Panchayat Arki.

## UPN-No. \_\_\_\_\_ I.D. No. \_\_\_\_\_ ZONE \_\_\_\_\_

Unit	Area	Net Ratable Value	Property Tax Percentage	Amount of General Tax
Residential				
Let Out Residential				
Commercial				
Plot of Land				

[illegible]

Financial Year for the Year\_\_\_\_\_Bill No. \_\_\_\_\_ Dated \_\_\_\_\_  
Zone\_\_\_\_\_Bill(s) Detail

UPN No. \_\_\_\_\_

ID No.	_____
Name of Property	_____
Name of Owner/Occupier	_____
Correspondence Address	_____
Due date 15 days from the date of Receipt of bill/18 days if by post from the date of dispatch of bill	

Unit	Area	Net Ratable Value	Property Tax Percentage	Amount of General Tax
Residential				
Let Out Residential				
Commercial				
Plot of Land				

Detail of demand for Property Tax for the year \_\_\_\_\_ Period \_\_\_\_\_

Sl. No.	Description of Tax	Amount
1.	General Tax	
2.	(a) Rebate @ 10% (b) Remission	
3.	Previous Arrear Amount for the period _____	
4.	Interest Amount	
5.	Previous Credit	
6.	Amount Payable on due date	
7.	Amount Payable after due date	
8.	Amount still at credit	

Please pay bill before due date to avail 10% rebate.

*Bill Prepared By*  
*Clerk*

*Bill Checked By*  
*Junior Eng.*

### Receipt

UPN No. _____	Bill No. _____ Bill Date _____
ID No. _____	Amount before due date _____
Name of Owner/Occupier _____	Amount after due date _____
	Amount Paid _____
	Receipt No. _____ Dated _____

Cashier, Nagar Panchayat Arki

## TERMS &amp; CONDITIONS

1. The Nagar Panchayat Treasury is open from 10.00 AM to 02.00 PM on all working days.
2. Cheques should be drawn in favour of Secretary, as the case may be, Nagar Panchayat Arki.
3. Out stations cheques should be include the discount charged in such cheque(s).
4. Rebate @ 10% is given on the taxes claimed for the current year or a bill raised for the first time, if the amount specified in the bill is paid within 15 days from the presentation thereof. Bills send under postal certificate shall be construed to have been received within three days from the date the posting and accordingly this rebate is given if payment of the bill is made within 18 days from the date of posting.
5. If the payment of the tax is not made within the financial years in which the bill is issued an interest @ 1% per month shall be payable after one month of the close of the financial year to which the bill relates.
6. The notice of demand/recovery of property tax will not confer any right on the person paying the tax or anyone else to claim validation of unauthorized construction at a later date and the same is without any prejudice to the rights of the Nagar Panchayat, Arki to take any legal action including that of demolition in respect of such unauthorized construction/structure.
7. In case any of your payments have not been adjusted, same can be adjusted/settled by producing original receipts given by Nagar Panchayat Arki.
8. In all correspondence, always mention No./date, name of house and demand No.
9. Bill generated be presented while tendering payment.

Form-C  
(See Bye-Law 17)

Form of notice of Transfer to be given which has taken place by way of instrument.

To

The Secretary,  
Nagar Panchayat Arki.

I \_\_\_\_\_ s/o \_\_\_\_\_ r/o \_\_\_\_\_ hereby

give notice as required by Section 83 of the H.P. Municipal Act, 1994 of the following transfer of property:—

## Description of Property

Name & address of person whose title has been transferred	Name & address of person to whom property title has been transferred	Detail of Property	Area of the property	Account No./ID No. of old assesses	Remarks
1	2	3	4	5	6

Date \_\_\_\_\_

Name of Owner/Occupier \_\_\_\_\_

Address \_\_\_\_\_

Mob.No. \_\_\_\_\_

Form-D  
(See Bye-Law 17)

Form of notice of Transfer to be given which has taken place otherwise than by instrument.

To

The Secretary,  
Nagar Panchayat Arki.

I \_\_\_\_\_ s/o \_\_\_\_\_ r/o \_\_\_\_\_  
\_\_\_\_\_ hereby

give notice as required by section 83 of the H.P. Municipal Act, 1994 of the following transfer of property:—

Description of Property

Name & address of person whose title has been transferred	Name of legal heir/successor to whom property title has been transferred	Detail of Property	Area of the property	Account No./ID No. of old assesses	Remarks
1	2	3	4	5	

Date \_\_\_\_\_

Name of Owner/Occupier \_\_\_\_\_

Address \_\_\_\_\_

Mob.No. \_\_\_\_\_

Form-E

(Tax liability Form under Section 82 read with Section 86 of the Himachal Pradesh Municipal Act, 1994) (See Bye-Law 19)



	(c) Other Hotels, Bars, Restaurant, Banks, ATMs, Show rooms, Call Centre, Marriage Hall, Travel Agency, Mobile Towers, Coaching Centre										
	(d) Shops, Schools, Colleges, Education institutions, Offices, Hostel, Hospital, Theatre, Clubs, Paying Guest House (PGs), Guest House.										
	(e) Godowns, Dhaba, Stall and Other Types of Properties not covered Under (a to d)										
3.	Plot of Land										

I hereby declare that the information furnished above is correct to the best of my knowledge and proper belief and nothing has been concealed there from.

Date .....

Yours faithfully,

(Signature)

Owner/Agent/Occupier.

Name in block letters .....

Address .....

Mob. No. ....

### Verification of the Secretary

## For the Financial Year \_\_\_\_\_

UNP No. \_\_\_\_\_

ID No. \_\_\_\_\_

Name of Property: \_\_\_\_\_

Name of Owner/Occupier: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

\_\_\_\_\_

Unit	Area	Net Ratable Value	Property Tax Percentage	Amount of General Tax
Residential				
Let Out Residential				
Commercial				
Plot of Land				

[illegible]

**OFFICE OF THE MUNICIPAL COMMISSIONER PALAMPUR DISTT. KANGRA (H.P.)****NOTIFICATION***Dated, the 26th February, 2022*

**No.01 /MCP/2021.**—In compliance to the resolution number 8.11 passed by the Municipal Corporation Palampur General House held on dated 14-02-2022, and the duties entrusted upon the commissioner u/s 50(b) read with section 67(2) of H.P. Municipal Corporation Act 1994, Recruitment & Promotion Rules as applicable in Municipal Corporation Shimla & Dharamshala shall be applicable to Palampur Municipal Corporation. It is further notified that the post for which Municipal Corporation Shimla & Dharamshala has not adopted/framed R&P Rules, the Recruitment & Promotion Rules framed/adopted by the other Deptt. of the Govt. of H.P. shall be applicable. The detail of the posts for which R&P Rules are adopted is as per Annexure-A.

Sd/-  
(DR. VIKRAM MAHAJAN) HAS,  
*Commissioner,*  
*Municipal Corporation Palampur.*

ANNEXURE—A

**Adoption of Municipal Corporation Shimla/H.P. Government Department/Other Authorities  
R&P Rules for the different categories of posts in Palampur Municipal Corporation**

Sl. No.	Name of Post	No. of Posts	Cadre	Department/Authority of which R&P Rules Adopted
1.	Commissioner	1	Secondment/MCP	
2.	Asstt. Commissioner	1	Secondment/MCP	MC Shimla
3.	Executive Engineer	1	Secondment/MCP	HPPWD/IPH
4.	Section Officer (F&A)	1	Secondment/MCP	MC Shimla
5.	Health Officer	1	Secondment/MCP	MC Shimla
6.	Asstt. Engineer	1	Secondment/MCP	HPPWD/IPH
7.	Town Planner	1	Secondment/MCP	TCP Deptt.
8.	Planning Officer	1	Secondment/MCP	TCP Deptt.
9.	Superintendent Grade II	1	MC Palampur	MC Shimla
10.	Law Officer	1	Secondment/MCP	MC Shimla
11.	Personal Assistant/ JSS to Mayor & Commissioner	3	Secondment/MCP	Common/Department of Personnel.
12.	Senior Assistant	1	MC Palampur	MC Shimla
13.	Draughtsman	1	MC Palampur	MC Shimla
14.	Junior Engineer	3	MC Palampur	MC Shimla
15.	Statistical Assistant	1	MC Palampur	MC Shimla
16.	Sanitary Inspector	1	MC Palampur	MC Shimla
17.	Sanitary Supervisor	2	Secondment/MCP	MC Shimla

18.	Patwari	1	Secondment/MCP	MC Shimla
19.	Clerk/Junior Assistant/JOA (IT)	8	MC Palampur	Deptt. of Personnel
20.	Community Organizer	1	MC Palampur	MC Shimla
21.	Library Attendent	1	MC Palampur	MC Shimla
22.	Driver	5	MC Palampur	MC Shimla
23.	Fitter	1	MC Palampur	MC Shimla
24.	Fitter Helper	1	MC Palampur	MC Shimla
25.	Peon	2	MC Palampur	MC Shimla
26.	Chowkidar	1	MC Palampur	MC Shimla
27.	Beldar	10	MC Palampur	MC Shimla
28.	Safai Karmchari	15	MC Palampur	MC Shimla
29.	Pump Operator	1	MC Palampur	MC Shimla

Sd/-  
Commissioner,  
Municipal Corporation Palampur.

### हिमाचल प्रदेश विधान सभा सचिवालय

#### अधिसूचना

शिमला-171004, 02 मार्च, 2022

**संख्या 8ए-13/12-वि0स0.**—माननीय अध्यक्ष, हिमाचल प्रदेश विधान सभा, हिमाचल प्रदेश विधान सभा सचिवालय (भर्ती एवं सेवा शर्तें) नियम, 1974 को नियम 27 में प्रदत्त शक्तियों का प्रयोग करते हुए हिमाचल प्रदेश विधान सभा के सभा पटल अधिकारियों तथा देखभाल कर्मचारियों को विशेष वर्दी से संबंधित नियम, 2001 का और संशोधन करते हुए निम्नलिखित नियम बनाते हैं, अर्थात् :-

1. **संक्षिप्त नाम और प्रारंभ.**—(1) इन नियमों का संक्षिप्त नाम हिमाचल प्रदेश विधान सभा के सभा पटल अधिकारियों तथा देखभाल कर्मचारियों को विशेष वर्दी से संबंधित नियम, (षष्ठम संशोधन) नियम, 2022 है।

(2) ये नियम तत्काल प्रभाव से लागू होंगे।

2. **नियम 3 का संशोधन परिभाषाएं.**—"प्रतिवेदक" का तात्पर्य वरिष्ठ प्रतिवेदकों सहित उन अधिकारियों से है जो कि सभा के इस कार्य के लिए नियुक्त हैं; के नीचे यह पढ़ा जाए।

"लोक संपर्क अधिकारी" का तात्पर्य है जो अधिकारी सभा के इस कार्य के लिए नियुक्त है; और।

3. **नियम 4 का संशोधन विशेष वर्दी**—उप नियम (ख) में, "मुख्य प्रतिवेदक" शब्द का लोप किया जाता है और इसके स्थान पर "उप-सचिव (प्रतिवेदन)" व "लोक संपर्क अधिकारी" स्थापित किया जाता है।

4. **नियम 7 का संशोधन विशेष वर्दी की कीमत**—विद्यमान परिशिष्ट के स्थान पर संलग्न परिशिष्ट प्रतिस्थापित किया जाता है।

हस्ताक्षरित/—  
सचिव,  
हि0प्र0 विधान सभा।

### परिशिष्ट

सभा पटल अधिकारियों और प्रतिवेदकों के लिए				
क्रम संख्या	विशेष वर्दी	स्वीकृत अवधि	वर्दी का रंग	वर्दी की कीमत
1	2	3	4	5
गर्मियों के लिए :				
1. सभा पटल अधिकारी (पुरुष) -do- (महिला)	दो बटन का कोट व पैंट।  दो पूरी बाजू की कमीज, दो सलवार, दो दुपट्टे, एक स्वेटर/छोटा कोट या दो साड़ियां, एक स्वेटर/छोटा कोट।	तीन वर्ष में एक वर्दी	नेवी ब्लू कोट, ग्रे पैंट, लाल टाई व सफ़ेद/हल्की आसमानी कमीज	5850/- ₹0
2. प्रतिवेदक	दो बटन का कोट व पैंट	तीन वर्ष में एक वर्दी	बिस्कुट कलर	5850/- ₹0

3. महिला प्रतिवेदक	दो पूरी बाजू की कमीज, दो सलवार, दो दुपट्टे, या दो साड़ियां, दो ब्लाउज व एक स्वेटर ।	तीन वर्ष में एक वर्दी	सफेद रंग (वर्षाकालीन)	5850/- ₹0
4. जनसंपर्क सह प्रोटोकॉल अधिकारी	दो बटन का कोट व पैंट	तीन वर्ष में एक वर्दी	बिस्कुट कलर	5850/- ₹0
सर्दियों के लिए:				
1. सभा पटल अधिकारी, पुरुष	बन्द गले का कोट व पैंट	तीन वर्ष में एक वर्दी	काले रंग का कोट व पैंट	5850/- ₹0
सभा पटल अधिकारी (महिला)	दो पूरी बाजू की कमीज, दो सलवार, दो दुपट्टे, एक स्वेटर/छोटा कोट या दो साड़ियां , एक स्वेटर/छोटा कोट		काला रंग	
2. प्रतिवेदक	बन्द गले का कोट व पैंट	तीन वर्ष में एक वर्दी	लाईट ब्राउन	5850/- ₹0
3. महिला प्रतिवेदक	दो पूरी बाजू की कमीज, दो सलवार, दो दुपट्टे, एक स्वेटर/छोटा कोट या दो साड़ियां, एक स्वेटर/छोटा कोट।	तीन वर्ष में एक वर्दी	काला रंग	5850/- ₹0
4. जनसंपर्क सह प्रोटोकॉल अधिकारी	बन्द गले का कोट व पैंट	तीन वर्ष में एक वर्दी	काले रंग का कोट व पैंट	5850/- ₹0

देखभाल कर्मचारियों के लिए				
क्रम संख्या	विशेष वर्दी	स्वीकृत अवधि	वर्दी का रंग	वर्दी की कीमत
1	2	3	4	5
	टैनिस जूते	दो वर्ष में एक बार	सफ़ेद रंग	200/- ₹0
गर्मियों के लिए	कालर वाला तथा खुले गले का सफारी सूट	तीन वर्ष में एक वर्दी	क्रीम कलर	4550/- ₹0
सर्दियों के लिए	बन्द गले का कोट व पैंट	तीन वर्ष में एक वर्दी	काला कोट व नीली पैंट	4550/- ₹0
	हिमाचली टोपी	दो साल में एक बार		
विशेष प्रावधान (केवल एक के लिए)	पगड़ी तथा तुरला	दो साल में एक बार	सफ़ेद पगड़ी तथा लाल रंग का तुरला जरी के साथ ।	250/- ₹0

हस्ताक्षरित /—  
सचिव,  
हि0प्र0 विधान सभा।

## MUNICIPAL CORPORATION SOLAN

### NOTIFICATION

*Solan, the 3rd December, 2021*

**No. MC/Solan/Muck Dumping.**—For regulating the Control and Regulation of Muck Dumping, the Municipal Corporation, Solan in exercise of the powers conferred by clause (F) of Section 395, 396 and Section 397 read with clause (C) of sub-section (1) of Section 302 of the Himachal Pradesh Municipal Corporation Act, 1994 (Act No. 12 of 1994) is pleased to make the following Bye-Laws, namely:—

### MUNICIPAL CORPORATION SOLAN (CONTROL AND REGULATION OF MUCK DUMPING) BYE-LAWS, 2022

**1. Short title, commencement and application.**—(i) These Bye-laws may be called, “Municipal Corporation Solan (Control and Regulation of Muck Dumping) Bye-Laws, 2022.”

(ii) These Bye-laws shall come into force from the date of their publication in the Rajpatra (extraordinary), Himachal Pradesh.

(iii) These Bye-laws shall be applicable within the jurisdiction of Municipal Corporation, Solan as defined from time to time.

2. **Definitions.**—(i) In these Bye-laws, unless the context otherwise requires:—

- (a) “**Act**” means the Himachal Pradesh Municipal Corporation Act, 1994 (Act No. 12 of 1994) as amended from time to time.
- (b) “**Applicant**” means any person applying for permission for dumping of muck in the authorized dumping places as specified by the Corporation.
- (c) “**Authorized Officer**” means any Officer/Official duly authorized by the Corporation or its Commissioner under these Bye-laws.
- (d) “**Muck**” includes earth or stone, material of any description or any rubbish or polluted or obnoxious matter or debris including building, construction waste.
- (e) “**Place**” means authorized site specified by the Corporation for dumping of muck.
- (f) “**Special Judicial Magistrate First Class**” means the Judicial Magistrate having jurisdiction over the area of Municipal Corporation, Solan under the Act.
- (g) Words and expressions used in these Bye-laws but not defined herein shall have the same meaning respectfully assigned to them under the Act.

3. **Prohibition on muck dumping.**—(i) No person, either by himself or through any other, shall knowingly or otherwise, throw or cause to be thrown any kind of muck in any place other than the place specified by the Corporation for dumping of muck within the area of the Municipal Corporation.

(ii) Any person found dumping muck illegally, unauthorisedly and without any permission shall be liable for penalty under these Bye-laws and the vehicle or tools used for such dumping shall be impounded.

4. **Procedure for application and grant of permission.**—(i) Applicant or the person concerned, intending to commence construction within the area of the Corporation, shall in writing submit detailed estimate of muck to be generated from the plot/construction site to the Corporation on the prescribed proforma annexed with these Bye-laws as **Appendix-I** at the time of submission of his/her building map/plan for sanction. However, in the case of repair of building or in the case where no planning permission is required, the permission for dumping debris shall be obtained from the Corporation Authorities by moving an application mentioning therein full particulars of the applicant, location of the building and the estimate/quantity of muck to be generated.

(ii) The estimate submitted by the applicant shall be verified by the Architect Planner of the Corporation after spot inspection and thereafter shall be sent to the Executive Engineer (Roads and Buildings) Municipal Corporation for raising the bill and for according necessary permission in favour of the applicant.

(iii) The permission for dumping of debris shall be accorded only after obtaining receipt of the amount to be deposited by the applicant in the Corporation on this account.

(iv) The place for dumping of muck shall be communicated to the applicant by the

Corporation authorities in writing and the name of the place/site for dumping of debris by the applicant shall also be mentioned in their building sanction letter. Further, intimation of the same shall also be given to the Executive Engineer (Roads and Buildings) Department of the Corporation or to the concerned agency or the contractor hired or engaged by the Corporation for managing the dumping site.

(v) During transportation of the muck, a person shall have to carry the original permission a copy of which shall be affixed on the windscreen of the vehicle and the same shall have to be shown to the Authorized Officer of the Corporation at the time of inspection. However, in case of manual transportation of debris the person carrying the same shall have to show the original sanction to the inspecting staff/authorized officer at the time of inspection.

(vi) There shall be a restriction on movement of the vehicles carrying muck after the sun set and before the sun rise. The normal timings for dumping muck in the dumping site will be between 9.00 AM to 5.00 PM However, in case of exigencies and in view of traffic regulations in the area the Corporation may in writing relax such timings.

(vii) No one shall be permitted to carry the digging and excavation of plot or land after sun set and before sun rise but the Corporation, in the larger public interest or in the case of emergent circumstances may relax such imposition/restrictions, on receiving written request from the applicant or the concerned agency or the authority interested in this regard.

(viii) The person, after obtaining the sanction of building map from the competent authority or before raising the construction at site, is required to install a painted board of the size of 3' x 2' indicating therein the number and date of the sanction, commencement of construction and hours during which construction can be carried out, time when excavation can be done, name of dumping site allotted to the applicant for the purpose of dumping muck, nature of sanction, the area of construction sanctioned on each floor and the telephone number of the Control Room set up by the Corporation for entertainment of complaints etc.

(ix) The Architect Planner Branch of the Corporation shall prescribe the conditions relating to the application of muck generation from the plot, grant of sanction for muck disposal and conditions relating to affixing of board at site giving therein the detail as mentioned in clause (viii) at the time of grant of building sanction.

**5. Rates for dumping of muck.**—The following rates shall be applicable for dumping of muck in the specified places:

(i) Per cement bag	₹ 10/- per bag
(ii) Pickup/Tractor-Trolley	₹ 300/- per pickup
(iii) Tipper Light Duty	700/- per tipper
(iv) Tipper Heavy Duty/Truck	₹ 1200/- per tipper/truck
(v) Through Mule Cart/Manually	10/- per bag
(vi) Vehicle charges for collection and transportation of C&D waste	30/- per ton per kilometer ( Labour charges extra)
(vii) Processing/landfilling of C&D Waste	200/- per ton

An increase of 10% on these rates shall be applicable after every financial year which shall be notified by the Corporation.

**6. Duties and responsibilities of the applicant/owner.**—(i) It shall be the duty and responsibility of the owner to make available all the sanctions/permission granted by the competent authority to the person so hired or engaged by him for dumping of muck in the place(s) specified by the Corporation.

(ii) Whosoever is found dumping muck at a place other than the places and in contravention of conditions specified by the Corporation, the owner and the person caught dumping the muck shall be liable jointly for penalty under these Bye-laws.

(iii) At the time of transportation of muck, the person concerned shall make available the permission to the inspecting staff at the time of inspection of vehicle without causing any hindrance.

**7. Impounding of vehicle.**—(i) The authorized officer or the police establishment of the Corporation either on the information received by himself or through any other source immediately on receiving such information, may stop and inspect the vehicle carrying muck for the purpose of ascertaining the required permission at any point of time and impound the same if found violating the provisions of these Bye-laws.

(ii) The vehicle shall only be released in case the registered owner of the vehicle applies to the competent authority for compounding of offence(s) under these Bye-laws.

(iii) The official impounding the vehicle shall immediately report to this effect in writing either to the Commissioner/Joint/Assistant Commissioner or Divisional Forest Officer of the Corporation and keep the same in custody at the place designated by the Corporation till it is not released to the registered owner. The halt charges of the vehicle at such designated place shall be levied at the rate of 1000/- per day payable by registered owner to the Corporation in cash or through demand draft in the name of Commissioner, Municipal Corporation, Solan.

**8. Compounding of offences.**—All the offences punishable under these Bye-laws may, before, the institution of prosecution, be compounded by such officer as may be authorized by the Corporation or its Commissioner in this behalf, on payment of such sum as may be specified by such officer under these Bye-laws.

**9. Offences to be tried summarily.**—The offences which are not compounded shall be tried in a summary manner by the Special Judicial Magistrate First Class of the Corporation under section 383 of the Himachal Pradesh Municipal Corporation Act, 1994 read with Section 260 of the Code of Criminal Procedure, 1973.

**10. Penalty.**—(i) Whosoever, is guilty of dumping muck at a place other than the place(s) specified/notified by the Corporation, the rate of penalty shall be ten times at the first instance, twenty times at the second instance and for the third instance or thereafter the amount of penalty shall be thirty times of the actual rate of dumping as fixed by the Corporation as per Clause 5 of these Bye-laws.

(ii) In case of repeated violation, in addition to penalty as specified above, the owner at whose instance the construction/excavation work is carried out and is found dumping the muck illegally or without the permission of the competent authority, as the case may be, shall also be liable for disconnection of water, electricity and other civic amenities and the Commissioner may request the competent authority for withdrawal of recognition and registration if any granted in

his/her favour including withdrawal of building sanction granted in favour of the owner concerned.

-Sd/-  
Commissioner,  
Municipal Corporation Solan.

### Appendix-I

[See Bye-law 4(i)]

#### Performa for Estimation of Muck Generation

1. Name of the builder/owner/incharge of the plot/land/ project etc. . .
2. Area and Kh. No. of the plot/land/project . .
3. Location of the plot/land/project including Municipal Ward . .
4. Whether owner or builder or otherwise please specify . .
5. Estimated quantity of muck to be generated (quantity must be specified in cubic metres) alongwith estimate duly signed by the authorized person . .
6. Any other information

Date :

Place :

Signature,  
(Name and Address of the Applicant).

### उच्चतर शिक्षा विभाग

अधिसूचना

शिमला-171002, 28 फरवरी, 2022

**संख्या: ई0डी0एन0-ए-का(3)-6/2021.**—हिमाचल प्रदेश के राज्यपाल, हिमाचल प्रदेश विश्वविद्यालय (संशोधन) अधिनियम, 2021 (2022 का राज्य अधिनियम संख्यांक 4) की धारा 1 की उपधारा (2) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए **1 अप्रैल, 2022** को ऐसी तारीख नियत करते हैं, जिसको उक्त अधिनियम के उपबन्ध प्रवृत्त होंगे।

आदेश द्वारा,

डा० रजनीश,  
प्रधान सचिव (उच्चतर शिक्षा)।

*[Authoritative English text of this Department Notification No. EDN-A-Ka(3)-6/2021 dated 28th February, 2022 as required under clause (3) of Article 348 of the Constitution of India].*

## HIGHER EDUCATION DEPARTMENT

### NOTIFICATION

*Shimla-02, the 28th February, 2022*

**No. EDN-A-Ka (3)-6/2021.**—In exercise of the powers conferred by sub-section (2) of section 1 of the Himachal Pradesh University (Amendment) Act, 2021 (State Act No. 4 of 2022), the Governor, Himachal Pradesh is pleased to appoint the **1st April, 2022** as the date on which the provision of said Act shall come into force.

By order,

DR. RAJNEESH,  
*Pr. Secretary (Education).*

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### उच्चतर शिक्षा विभाग

#### अधिसूचना

शिमला-171002, 28 फरवरी, 2022

**संख्या: ई0डी0एन0-ए-का(3)-6/2021.**—हिमाचल प्रदेश के राज्यपाल हिमाचल प्रदेश विश्वविद्यालय अधिनियम, 1970 (1970 का राज्य अधिनियम संख्यांक 17) की धारा 7 की उपधारा (1) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए शिमला, किन्नौर, कांगडा, ऊना, सोलन और सिरमौर जिलों से समाविष्ट क्षेत्रों में हिमाचल प्रदेश विश्वविद्यालय शिमला की अधिकारिता प्रयोक्तव्य करने के आदेश देते हैं।

आदेश द्वारा,

डा० रजनीश,  
प्रधान सचिव (उच्चतर शिक्षा)।

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*[Authoritative English text of this Department Notification No. EDN-A-Ka(3)-6/2021 dated 28th February, 2022 as required under clause (3) of Article 348 of the Constitution of India].*

## HIGHER EDUCATION DEPARTMENT

### NOTIFICATION

*Shimla-02, the 28th February, 2022*

**No. EDN-A-Ka (3)-6/2021.**—In exercise of the powers conferred by sub-section (1) of section 7 of the Himachal Pradesh University Act, 1970 (State Act No. 17 of 1970), the Governor,

Himachal Pradesh is pleased to order that the jurisdiction of Himachal Pradesh University, Shimla shall be exercisable in the areas comprising of Districts Shimla, Kinnaur, Kangra, Una, Solan and Sirmaur.

By order,

DR. RAJNEESH,  
*Pr. Secretary (Education).*

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उच्चतर शिक्षा विभाग

अधिसूचना

शिमला-171002, 28 फरवरी, 2022

**संख्या: ई0डी0एन-ए-का(1)-17/2021.**—हिमाचल प्रदेश के राज्यपाल, सरदार पटेल विश्वविद्यालय, मण्डी, हिमाचल प्रदेश (स्थापना और विनियमन) अधिनियम, 2021 (2022 का राज्य अधिनियम संख्यांक 3) की धारा 1 की उपधारा (2) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए **1 अप्रैल, 2022** को ऐसी तारीख नियत करते हैं, जिसको उक्त अधिनियम के उपबन्ध प्रवृत्त होंगे।

आदेश द्वारा,

डा० रजनीश,  
प्रधान सचिव (उच्चतर शिक्षा)।

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*[Authoritative English text of this Department Notification No. EDN-A-Ka (1)17/2021 dated 28th February, 2022 as required under clause (3) of Article 348 of the Constitution of India].*

**HIGHER EDUCATION DEPARTMENT**

**NOTIFICATION**

*Shimla-02, the 28th February, 2022*

**No. EDN-A-Ka(1)17/2021.**—In exercise of the powers conferred by sub-section (2) of section 1 of the Sardar Patel University Mandi, Himachal Pradesh (Establishment and Regulation) Act, 2021 (State Act No. 3 of 2022), the Governor, Himachal Pradesh, is pleased to appoint the **1<sup>st</sup> April, 2022** as the date on which the provision of said Act shall come into force.

By order,

DR. RAJNEESH,  
*Pr. Secretary (Education).*

## उच्चतर शिक्षा विभाग

## अधिसूचना

शिमला—171002, 28 फरवरी, 2022

**संख्या: ई0डी0एन-ए-का(1)-17/2021.**—हिमाचल प्रदेश के राज्यपाल, सरदार पटेल विश्वविद्यालय, मण्डी, हिमाचल प्रदेश (स्थापना और विनियमन) अधिनियम, 2021 (2022 का राज्य अधिनियम संख्यांक 3) की धारा 7 की उपधारा (1) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, मण्डी, कुल्लु, लाहौल—स्पीति, चम्बा, हमीरपुर और बिलासपुर जिलों से समाविष्ट क्षेत्रों में सरदार पटेल विश्वविद्यालय मण्डी, हिमाचल प्रदेश की अधिकारिता प्रयोक्तव्य करने के आदेश देते हैं।

आदेश द्वारा,

डा० रजनीश,  
प्रधान सचिव (उच्चतर शिक्षा)।

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*[Authoritative English text of this Department Notification No. EDN-A-Ka(1)-17/2021 dated 28th February, 2022 as required under clause (3) of Article 348 of the Constitution of India].*

**HIGHER EDUCATION DEPARTMENT****NOTIFICATION***Shimla-02, the 28th February, 2022*

**No. EDN-A-Ka(1)-17/2021.**—In exercise of the powers conferred by sub-section (1) of section 7 of the Sardar Patel University, Mandi Himachal Pradesh (Establishment and Regulation) Act, 2021 (State Act No. 3 of 2022), the Governor, Himachal Pradesh, is pleased to order that the jurisdiction of Sardar Patel University Mandi, Himachal Pradesh, shall be exercisable in the areas comprising of districts Mandi, Kullu, Lahaul Spiti, Chamba, Hamirpur and Bilaspur.

By order,

DR. RAJNEESH,  
*Pr. Secretary (Education).*

